

ADMINISTRATIVE - INTERNAL USE ONLY

17 May 1982

MEMORANDUM FOR: Chief, Claims Section/IB
Chief, Underwriting Section/IB

FROM: Chief, Insurance Branch

SUBJECT: Petty Cash Funds

1. We have established within the branch several small Petty Cash Funds to handle certain required functions of the Branch. As we recently discussed, it has come to my attention that in certain instances dual access has been permitted to these funds. I understand the reasons why this occurred, however it is not a generally accepted procedure for more than one person to handle each individual account. As such, please ensure that only the designated custodians have access to the funds for which they have been assigned responsibility.

2. To alleviate the problems which originally created the need for dual access, it is directed that the Petty Cash account currently controlled by C/Claims Section be separated into two equal individual accounts (\$15.00 each) with C/Claims continuing control of one account and DC/Claims Section designated as custodian of the second account. This should provide sufficient coverage should either individuals be absent. Similarly, C/Underwriting Section should take steps to transfer her account (\$20.00) to [redacted] to serve as backup in the absence of the unit's receptionist [redacted]

3. Please ensure that each individual responsible for maintaining a Petty Cash Fund is made aware of this memorandum and the requirement that no other individual be permitted access to their individual accounts.

*IB Admin -
accounting*

ADMINISTRATIVE